

GOVERNMENT OF THE DISTRICT OF COLUMBIA
D.C. Office of Personnel

District Personnel Manual Issuance System

This instruction should be filed behind the divider for Part III of DPM Chapter (s) 11B

DPM Instruction No. 11B-26

SUBJECT: Within-Grade Increases for Employees Paid Under
District Service (DS) and Management Supervisory
(MS) Schedules

Date: August 4, 2003

NOTE: This instruction supersedes the entire **Paragraph 3.4** of Subpart 3, Within-Grade Increases for District Service Schedule Employees, District Personnel Manual (DPM), Chapter 11B, Compensation, Part II. However, any system for within-grade increases (10-step salary schedules) negotiated between the District government and a labor organization representing employees in Compensation Units other than Compensation Unit 1 shall take precedence over the provisions of this instruction, to the extent that there is a difference.

1. Purpose

The purpose of this instruction is to provide information on the changes to the waiting periods for within-grade increases.

2. Authority

D.C. Official Code §§ 1-611.03, 1-611.04(e), 1-611.05 and 1-611.06.

3. Background

- a. The waiting periods for step advancement were changed by **Council Resolution 15-119**, the "Compensation Units 1 and 2 Compensation System Changes Emergency Approval Resolution of 2003," effective June 3, 2003; and **Council Resolution 15-173**, the "Career Service, Legal Service, Excepted Service, and Management Supervisory Service Non-Union Employees Step Progression Changes Emergency Approval Resolution of 2003," effective July 8, 2003.
- b. Accordingly, Paragraph 3.4 of Subpart 3, Within-Grade Increases for District Service Schedule Employees, District Personnel Manual (DPM), Chapter 11B, Compensation, Part II, is hereby superseded. This instruction applies to District government employees paid under District Service (DS) as well as Management Supervisory (MS) Schedules.

Note: DPM Instructions that are strictly procedural in nature have direct applicability only to agencies and employees under the personnel authority of the Mayor. Other personnel authorities or independent agencies may adopt any or all of these procedures or guidance materials for agencies and employees under their respective jurisdictions. [See DPM Chapter 2, Part II, Subpart 1, § 1.3.]

Inquiries: Management Services Division, (202) 442-9655

Distribution: Heads of Departments and Agencies, HR Advisors, and DPM Subscribers

Instruction Expires: Retain Until Superseded

4. Eligibility Requirements

The eligibility of each **District Service (DS)** and **Management Supervisory (MS)** Schedule employee for a within-grade increase will be determined in accordance with the provisions below.

a. Waiting Period

(1) For employees having a prearranged, regularly scheduled tour of duty, the waiting period for advancement to the following steps within their grade level are as follows:

- (a) **Step 1 to Step 2**: fifty-two (52) calendar weeks of creditable service;
- (b) **Step 2 to Step 3**: fifty-two (52) calendar weeks of creditable service;
- (c) **Step 3 to Step 4**: fifty-two (52) calendar weeks of creditable service;
- (d) **Step 4 to Step 5**: fifty-two (52) calendar weeks of creditable service;
- (e) **Step 5 to Step 6**: one hundred and four (104) calendar weeks of creditable service;
- (f) **Step 6 to Step 7**: one hundred and four (104) calendar weeks of creditable service;
- (g) **Step 7 to Step 8**: one hundred and four (104) calendar weeks of creditable service;
- (h) **Step 8 to Step 9**: one hundred and four (104) calendar weeks of creditable service; and
- (i) **Step 9 to Step 10**: one hundred and four (104) calendar weeks of creditable service.

(2) For employees having no prearranged, regularly scheduled tour of duty, the waiting period for advancement to the following steps within their grade level are as follows:

- (a) **Step 1 to Step 2**: two hundred and sixty (260) days of creditable service in a pay status over a period of not less than fifty-two (52) calendar weeks;
- (b) **Step 2 to Step 3**: two hundred and sixty (260) days of creditable service in a pay status over a period of not less than fifty-two (52) calendar weeks;

- (c) **Step 3 to Step 4:** two hundred and sixty (260) days of creditable service in a pay status over a period of not less than fifty-two (52) calendar weeks;
 - (d) **Step 4 to Step 5:** two hundred and sixty (260) days of creditable service in a pay status over a period of not less than one hundred and four (104) calendar weeks;
 - (e) **Step 5 to Step 6:** five hundred and twenty (520) days of creditable service in a pay status over a period of not less than one hundred and four (104) calendar weeks;
 - (f) **Step 6 to Step 7:** five hundred and twenty (520) days of creditable service in a pay status over a period of not less than one hundred and four (104) calendar weeks;
 - (g) **Step 7 to Step 8:** five hundred and twenty (520) days of creditable service in a pay status over a period of not less than one hundred and four (104) calendar weeks;
 - (h) **Step 8 to Step 9:** five hundred and twenty (520) days of creditable service in a pay status over a period of not less than one hundred and four (104) calendar weeks; and
 - (i) **Step 9 to Step 10:** five hundred and twenty (520) days of creditable service in a pay status over a period of not less than one hundred and four (104) calendar weeks.
- (3) A waiting period begins:
- (a) Upon a new appointment in the District government;
 - (b) After a break in service or a period in a non-pay status exceeding fifty-two (52) calendar weeks; or
 - (c) Upon receipt of an equivalent increase.
- (4) For the purposes of this instruction, a “calendar week” is a period of any seven (7) calendar days.

b. Creditable service

- (1) Creditable service in the computation of waiting periods includes continuous District government employment, all periods of annual or sick leave and other leave with pay, prior service with the District government under temporary appointment, prior service paid for at a per diem or hourly rate, and certain periods of leave without pay.

(2) Credit may not be given toward a waiting period for:

- (a) Service paid for at overtime rates;
- (b) Service preceding a single nonpay period or a break in service when the nonpay period or break exceeds fifty-two (52) weeks;
- (c) Any period of separation, except as provided in (4)(c) below; and
- (d) Any period of time between the date an employee leaves his or her District government position to enter the United States Armed Forces and the date of his or her reemployment in a position subject to a DS or MS schedule when reemployment does not occur within 52 continuous calendar weeks from the date of discharge from the military; except in instances of restoration provided by law.

(3) Time spent in a non-pay status is creditable as service toward a waiting period for a within-grade increase with respect to employees having a regularly scheduled tour of duty, provided that the duration of the non-pay status does not exceed an aggregate period of:

- (a) Two (2) workweeks in the waiting period for steps 2, 3, 4 and 5; and
- (b) Four (4) workweeks in the waiting period for steps 6, 7, 8, 9 and 10.

(4) Time in a nonpay status in excess of the amount specified above must be covered by time in a pay status before the next within-grade increase may be effected, except as provided below:

- (a) Full service credit toward a waiting period will be given to an employee in a nonpay status due to an injury for which disability compensation is payable under D.C. Official Code § 1-623.01 *et seq.* (2001);
- (b) Service with the United States Armed Forces during a period of war or national emergency is creditable toward a waiting period when the employee leaves his or her District government position to enter military service and he or she is reemployed in a DS or MS position, as applicable, not later than fifty-two (52) calendar weeks after separation from active military duty or hospitalization continuing thereafter as provided by law;
- (c) As applicable, service is creditable toward a waiting period from the date of an employee's separation from District government service until reemployment ordered pursuant to law or regulation; and

- (d) Service in emergency non-government employment in the public interest during a period of war or national emergency will be credited toward a waiting period if it interrupts otherwise creditable service.

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